

FY 2017 Section 5310, 5316, 5317 Solicitation for Proposals & Application**EVALUATION CRITERIA**

The following summarizes general project narrative application requirements and the corresponding maximum points possible for each segment of the application (100 points maximum)

A. Scope of Work, Need, Objectives, Coordination and Outreach (Up to 40 points)

- Existing services and target populations served; detail proposed scope of work including: need, objectives, changes, improvements, and how it is aligned with program goals; present project readiness/schedule; explain how program funds requested will apply to meet project requirements (20 points).
- Project goals aligned with goals and strategies of the 2016-2019 Coordinated Public Transit – Human Services Transportation Plan for Los Angeles County (10 points).
- Specific details demonstrating project development and/or implementation coordination with others (5 points).
- Marketing, promotion, public awareness plans (5 points).

B. Project Implementation, Operating and Management Plans (Up to 20 points)

- Project management plan, project milestones and deliverables, and role and experience of key personnel.
- Contingency plan details: service, staffing, mechanical, and technical.
- Prior experience and performance providing similar/same transportation related services and managing federal pass through grants. Where none, prior experience and performance in non-transit services to target populations.

C. Performance Indicators and Project Effectiveness (Up to 20 points)

- Quantitative and applicable qualitative project performance measures over the life of project showing methodology to develop estimates.
- Evaluation of project effectiveness and strategies to mitigate poor performance.
- Tools & procedures to collect, track, and report project performance.

D. Budget Justification (Up to 20 points)

- Assumptions used to prepare project budget.
- Identification of all sources and amounts of revenue and/or grants to support project
- Identification & eligibility of federal fund program requested.
- Commitment letter with amount and source of non-USDOT local match funds committed to project.